

CHAPTER 4

MEDICAL RECORDS

INTRODUCTION

Navy and Marine Corps personnel and DoD eligible beneficiaries utilize the *U.S. Navy Medical Outpatient and Dental Treatment Record (NAVMED 6150/21-30)* as the official record jacket for the chronological documentation of medical and dental evaluations, care, treatments and occupational health. The medical and dental history stored in these color coded jackets assists medical department personnel to provide care.

The health record has significant medico-legal value to the patient, the healthcare provider, the Medical Treatment Facility (MTF) and Dental Treatment Facility (DTF) and the U.S. Government. Also, various officials and boards (i.e., special duty boards and medical boards) refer to information furnished by the health record in determining physical fitness or physical disability. Accurate and complete record entries and proper record maintenance are of the utmost importance.

This chapter provides the fundamentals of effective records' management. Opening, filing, verifying, and closing active duty and reserve personnel medical and dental records, will be outlined including the use of appropriate forms. Guidelines for record management are in Chapter 16 of the *Manual of the Medical Department (MANMED P-117)*.

PRIMARY AND SECONDARY MEDICAL RECORDS

LEARNING OBJECTIVE:

Identify the types of primary and secondary records, and the usage of each type.

PRIMARY MEDICAL RECORDS

The primary medical records are used for the documentation of outpatient medical and dental care. A secondary medical record is established by a patient's specialty healthcare provider and contains medical information needed by that provider for a specific need. Secondary medical records are maintained separate from the primary medical record.

The three major categories of primary medical records are:

- Health records (HREC's)
- Outpatient records (OREC's)
 - Dental records (DREC's) are part of HREC's (active duty) and OREC's (retirees and family members)
- Inpatient records (IREC's)

Health Record

The HREC is a file of continuous care given to *active duty members* and documents all outpatient care provided during a member's career. While the HREC primarily documents ambulatory (outpatient) care, copies of inpatient narrative summaries and operative reports are also placed in the HREC to provide continuity of healthcare documentation.

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Table of Contents How To Order Corpsman Manual

1. Understanding the eBook How To Order Corpsman Manual
 - The Rise of Digital Reading How To Order Corpsman Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying How To Order Corpsman Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an How To Order Corpsman Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from How To Order Corpsman Manual
 - Personalized Recommendations
 - How To Order Corpsman Manual User Reviews and Ratings
 - How To Order Corpsman Manual and Bestseller Lists
5. Accessing How To Order Corpsman Manual Free and Paid eBooks
 - How To Order Corpsman Manual Public Domain eBooks
 - How To Order Corpsman Manual eBook Subscription Services
 - How To Order Corpsman Manual Budget-Friendly Options

6. Navigating How To Order Corpsman Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - How To Order Corpsman Manual Compatibility with Devices
 - How To Order Corpsman Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of How To Order Corpsman Manual
 - Highlighting and Note-Taking How To Order Corpsman Manual
 - Interactive Elements How To Order Corpsman Manual
8. Staying Engaged with How To Order Corpsman Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers How To Order Corpsman Manual
9. Balancing eBooks and Physical Books How To Order Corpsman Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection How To Order Corpsman Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine How To Order Corpsman Manual
 - Setting Reading Goals How To Order Corpsman Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of How To Order Corpsman Manual
 - Fact-Checking eBook Content of How To Order Corpsman Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

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- Interactive and Gamified eBooks

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